

Job Description:

Birchcliff Energy Ltd is looking for a Human Resources Administrator to join our Human Resources team in Calgary, reporting to the Human Resources Generalist for a 1 year term. The successful candidate will be responsible for various HR functions within the group and be capable of handling a variety of tasks in a fast-paced dynamic environment. The ideal candidate would be highly organized and adaptable.

Key Responsibilities:

- Prepare HR reports and data evaluations;
- Assist with maintaining all HR software and implementations;
- Complete relevant industry surveys as the main point of contact;
- General HR Administrative responsibilities including employee correspondence, general weekly/monthly/annual reports, HR analytics etc.;
- Assist hiring managers in talent acquisition and recruitment process;
- Coordination of annual performance review process;
- Maintain employee files and records in electronic and paper form;
- Organization and maintenance of the HR department file system;
- Perform other related duties as required and as assigned.

Education Skills and Abilities:

- College or University degree/ certificate in business, human resources, or related field considered an asset;
- Minimum 1-2 years' experience in HR;
- 2 years of Dayforce HCM or similar software experience required;
- Experience working with Mercer required;
- Proficient in Microsoft Office suite (Outlook, Excel, Word);
- Exceptional attention to detail;
- Reliability and punctuality;
- Ability to manage highly confidential material and situations in a professional and ethical manner;
- Ability to work both independently and in a team based environment;
- Excellent organizational and time management skills, in order to manage multiple priorities and competing demands with tight timelines;

Application Process

Interested applicants are invited to submit their resume to careers@birchcliffenergy.com with “Human Resources Administrator” in the subject line of the email.

We thank you in advance for your submission. All resumes will be reviewed. Only those selected for interviews will be contacted.